

## **DELPHI Skills Assessment for PO System Administrator**

**Check** the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
<b>Basic Navigation</b>								
<b>Technical Issues</b>								
Assist with any local technical issues								
<b>Setup</b>								
Maintain approval groups and assignments								
Ensure that new employees are added to the database								
Ensure that resigning or retiring employees are removed from the database								
Verify that line types are entered into the database								
Verify that jobs are entered into the database								
Verify that payment terms are set up in the database								
<b>Reports</b>								
Verify that category codes are entered into the database								
Verify that category codes are maintained in the database								
<b>Problem Resolution</b>								
Coordinate problem resolution with the PO DELPHI Controller								